Figure 1: Project Implementation Process

Action	INPUTS
Project Need Identification/Validation	• project lead develops conceptual scope; • project lead develops conceptual cost; • project lead presents scope/cost/justification to review team; and • review team accepts/rejects project based on technical merit and/or consistency.
Project Prioritization	• project is presented at NNEPA/EPA/NM annual planning; meeting (more frequent NNEPA/EPA/NM consultations may be required new project that arise); • project is refined based on planning meeting feedback.
Project Approval/Documentation	• project lead develops prioritization memo; • prioritization memo submitted to Tronox regional coordinator for review; • regional coordinator makes recommendation to Assistant Director; • Assistant Director (Region 9) reviews prioritization memo; and • once approved, project lead files and distributes. prioritization memo.
Project Setup	• SSID is generated (if applicable); • budget are assigned to Special Accounts; and • budget documentation is filed.
Project Staff Assignments	• project lead submits a list of staff and activity codes to the Special Account Coordinator; • Special Accounts Coordinator updates People Plus favorites for staff time entry/accounting; and • project lead conducts kick-off meeting to discuss scope, budget, contracting, accounting, and reporting requirements.
Project Accounting/Reporting	• project lead reviews project charges and contractor reports quarterly for accuracy based on: -monthly contractors and grantees status reports • quarterly project review and annual certified cost package.
Project Review/Closeout	• project lead closes activity code(s) when activity is complete; • certified cost packages are generated at the completion of a project or annually; and • project closeout documentation is generated and filed.